## INSTRUCTIONS FOR COMPLETING PETITION FOR VARIANCE

Petition may be typed or handwritten, petition can be completed on a computer using Adobe Acrobat Reader, available at www.adobe.com.

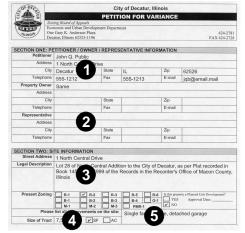
1. Fill in petitioner's name and contact information. If the property is owned by an individual other than the petitioner, complete the same information under **Property Owner**.

- 2. Write the name of a representative of the petitioner if someone else will be representing the petition. This person may be a contractor, engineer or other building related professional who is assisting you with your project.
- 3. Under **Site Information**, write in the street address of the property. In the next blank, write the legal description of the property. The legal description should be contained in any title work you have on the property or a copy of the legal description can be obtained from the Macon County Recorder, 141 South Main Street (former Ambassador Hotel). If the legal description is too long to fit in the space provided, please write or type "See Attached" and attach a copy of the legal description to the petition. The present zoning of the site should be checked. If you do not know your zoning classification, please call the Planning Division at 424-2781.

Where the petition asks if the subject property is within a planned unit development, please indicate by checking yes or no. Most planned unit developments deal with commercial property. If you are unsure whether or not your property is within a planned unit development, please call the Planning Division at 424-2781.

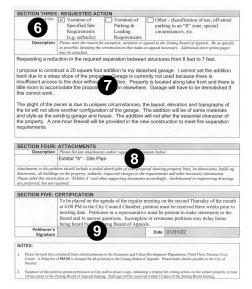
- **4.** Please indicate the size of the subject property that is legally described in Section Three in either square feet (most city lots) or acres (for larger tracts).
- **5.** List all structures currently located on the property.
- **6.** Under **Requested Action**, check the appropriate box for your request. If you are requesting a reduction in a setback, check the first box. If you are requesting an accessory structure larger than the main structure, check the third box.
- 7. Describe the proposed project. State why the proposed project cannot meet the requirements of the Zoning Ordinance and why a variance is needed. The variance will be judged against the following standards as prescribed in the zoning ordinance:
  - a. Strict application of the zoning requirements will lead to an unnecessary non-economic hardship or practical difficulty which prevent the reasonable use of the property;
  - b. The plight of the owner is due to unique circumstances not of his/her own making; and
  - c. The variance, if granted, will not alter the essential character of the locality.

Use this area to justify the petition against the standards of review and describe any other particular hardship present when applying the zoning regulations.



## **Quick Info**

If you require assistance to complete this petition, please call the Planning Division at (217) 424-2781.



- **8.** Attachments to the plan should include a scaled sketch plan showing the existing conditions and proposed project. An example site plan and instructions is shown on the following page.
- 9. Sign the petition and complete the date. Please note that a filing fee of \$150.00 is required for single-family properties and a fee of \$250.00 is required for all other properties to petition the Board of Appeals.

## INSTRUCTIONS FOR PREPARING A SITE PLAN

A scaled site plan is required for each petition for variance. The following steps illustrate how to approach creating a site plan for your proposed project.

- **1.** Begin by drawing the site's property <u>boundaries</u> and labeling its <u>dimensions</u>. If you do not have the property dimensions, contact the Macon County Recorder's Office (424-1359) to obtain a copy of your plat.
- **2.** Second, draw in all <u>existing structures</u> on the property including the house and any accessory buildings on the property. Determine <u>distance</u> that each of the buildings sits <u>from the property line</u>, and other buildings (<u>distance between structures</u>), and clearly <u>label</u> all of these dimensions.
- **3.** Third, draw the <u>proposed project</u>. This may be a garage, room addition, carport, etc. Draw the proposed <u>setbacks</u> and <u>label</u> accordingly, such as "Reduced Setback \_\_ feet to \_\_ feet". Be sure to also determine the proposed <u>distance between the main structure and any proposed accessory structures</u> to ensure that an eight foot separation is being met.
  - You may also want to label <u>hardship areas</u> such as natural vegetation or tree canopy, steep slopes, flood ways, access points or other problem areas that prevent you from meeting the ordinance requirements.
- **4.** Draw in any driveway areas or access points or <u>other relevant information</u> you would like to present to the Board. If there are structures on other properties that are very close to your property line, you will want to note those on the plan.
- **5.** Draw in a north arrow and scale.

